

TITLE 2

BOARDS AND COMMISSIONS

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CHAPTER 1

GENERAL PROVISIONS

SECTION:

2-1-1: COUNCIL AUTHORITY: The Council performs the duties and exercises the powers of administrative boards or commissions. However, the Council may establish boards or commissions as set forth in this title to investigate subjects or to perform quasi-judicial functions. Additional administrative boards or commissions shall be established as required by law or for the administration of a municipal function jointly shared with another political subdivision. (Ord. 202, 2-18-1997)

CHAPTER 2

PLANNING AND ZONING COMMISSION

SECTION:

- 2-2-1: Commission Established; Powers And Duties
- 2-2-2: Composition; Appointments And Removals; Vacancies; Term Of Office
- 2-2-3: Absences
- 2-2-4: Officers
- 2-2-5: Meetings
- 2-2-6: Voting
- 2-2-7: Powers And Duties

2-2-1: COMMISSION ESTABLISHED; POWERS AND DUTIES: The Planning and Zoning Commission is established pursuant to the Minnesota Municipal Planning Act ¹ and has the powers and duties assigned to it by that act, by this chapter and state law. (Ord. 202, 2-18-1997)

2-2-2: COMPOSITION; APPOINTMENTS AND REMOVALS; VACANCIES; TERM OF OFFICE: The Planning and Zoning Commission shall consist of seven (7) members from the city. The members shall be appointed at large and may be removed by a majority vote of the City Council. Members of the commission are appointed by the Council for staggered terms of three (3) years, expiring January 1 of each year. Original and successive appointees shall hold their offices until their successors are appointed and qualified. Vacancies during a term shall be filled by the City Council for the unexpired portion of the term. All members shall serve with compensation as established by City Council resolution. The City Attorney and Engineering, Community Development, Planning and Zoning Department and Building Department staff shall attend meetings of the Planning and Zoning Commission in an advisory capacity at the request of the chairperson. (Ord. 202, 2-18-1997; amd. 2003 Code)

¹ MSA § 362,351 et seq.

2-2-3: ABSENCES: Three (3) consecutive Planning and Zoning Commission meeting absences of a member shall constitute an automatic resignation from office. A leave of absence for medical reasons in excess of two (2) consecutive meetings may be granted at the discretion of the chairperson for up to three (3) months, inclusive of consecutive time away from duties, at which time the leave shall be reviewed and the member may be discharged. (Ord. 202, 2-18-1997)

2-2-4: OFFICERS: The Chairperson and Vice Chairperson of the Planning and Zoning Commission are appointed by the Commission from among the members of the Commission, subject to approval by the City Council, for a two (2) year term. (Ord. 202, 2-18-1997)

2-2-5: MEETINGS: The Commission shall hold at least two (2) regular meetings on the second and fourth Tuesdays of each month and shall hold as many additional meetings per month as the City Council or Commission shall deem necessary. (Ord. 202, 2-18-1997)

2-2-6: VOTING: All members of the Commission may vote on all questions before the Commission. No member of the Commission may vote on any question in which the member is directly or indirectly interested. (Ord. 202, 2-18-1997)

2-2-7: POWERS AND DUTIES: The Planning and Zoning Commission shall have the powers and duties allowed under state law. (Ord. 202, 2-18-1997)

CHAPTER 3
PARK AND RECREATION COMMISSION

SECTION:

- 2-3-1: Commission Created; Composition
- 2-3-2: Appointment And Term Of Office
- 2-3-3: Removal From Office; Vacancies
- 2-3-4: Absences
- 2-3-5: Officers
- 2-3-6: Meetings
- 2-3-7: Duties
- 2-3-8: Compensation

2-3-1: COMMISSION CREATED; COMPOSITION: There is hereby created a Park and Recreation Commission which shall consist of seven (7) members who are residents of the city. (Amended Ord. 229, 9-2-1997)

2-3-2: APPOINTMENT AND TERM OF OFFICE: The members shall be appointed by the City Council by a majority vote and shall be appointed for three (3) year staggered terms. Terms shall expire on January 1. Original and successive appointees shall hold their offices until their successors are appointed. (Amended Ord. 229, 9-2-1997)

2-3-3: REMOVAL FROM OFFICE; VACANCIES: A member may be removed at any time by a majority vote of the City Council. Vacancies during a term shall be filled by the City Council for the unexpired portion of the term. (Amended Ord. 229, 9-2-1997)

2-3-4: ABSENCES: Three (3) consecutive unexcused absences of a member from duly called Commission meetings shall constitute an automatic resignation from office. Determination that an absence is unexcused shall be at the discretion of the Commission chairperson. (Amended Ord. 229, 9-2-1997)

2-3-5: OFFICERS: The City Council shall appoint a Chairperson from the appointed commission members who shall serve a term of one year. The Commission may create and fill such other offices as it may deem necessary for its own administration. The Commission Chairperson shall attend City Council meetings upon the request of the City Council. (Amended Ord. 229, 9-2-1997)

2-3-6: MEETINGS: The Park and Recreation Commission shall hold regular meetings on the first and third Thursdays of each month. The Commission may hold as many additional meetings per month as the City Council or Park and Recreation Commission may deem necessary. The Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions and transactions. (Amended Ord. 229, 9-2-1997)

2-3-7: DUTIES:

- A. The Commission shall research and advise the City Council concerning parks and recreation programs.
- B. Fees and deposits shall be reviewed by the Commission on an annual basis and a recommendation made to the City Council.
(Amended Ord. 229, 9-2-1997)

2-3-8: COMPENSATION: All commissioners shall serve with such compensation as established by City Council resolution. (Amended Ord. 229, 9-2-1997)